

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, February 7, 2011
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Gatling called the meeting to order at 6: 00p.m.

1.1.2 Roll Call

Present: Councilmember Latasha Gatling, Mayor Eugene Grant, Councilmember Darrell Hardy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator, Dashaun N. Lanham, City Clerk

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilman Porter

1.1.4. Approval of Agenda

It was motioned by Councilmember Porter and seconded by Councilmember Simms to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. Jacqui Battle:

- Ms. Battle was not present for the Regular Work Session.

2.2. Ashley Murray

- Ashley stated that she was chosen out of 1,800 applicants for the Teen Cotillion. The Prince George's Teen Cotillion is one of the top programs out of the United States. The program teaches positive relationship with peers and adults, confidence, responsibility, commitment, leadership skills and community values.

- She needs to raise \$1,000 to go towards trips and activities and would appreciate the support.
- Councilman Porter stated that he has known Ashley since she was very young. She has been a very active child and participating in many activities in the City and volunteered for many programs.
- He feels that we should welcome and support our young adults as they aspire. He will be seeking other venues to assist with raising the monies needed for her.
- She has accomplished many things and he is quite sure she would accomplish many more.
- He wanted to thank her for coming and he knows it isn't an easy task to get up in front of everybody.
- Councilwoman Stephenson wanted to know the other avenues she would be taking to raise the money.
- Ashley stated that she is involved in the Upward Bound program at the University of Maryland College Park, parents, School, Uncle and other businesses to see if she can get any support.
- Councilwoman Stephenson wanted to know if she had any church affiliates.
- Ms. Murray stated she's no church affiliation.
- Ashley provided the City Clerk with copies of the information for support to be distributed to the Council and Mayor.

3. LEGISLATION

- None

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant was absent and no report was submitted.

4.2. City Administrator Report:

- Robert Ashton, Acting City Administrator Report: Mr. Ashton stated that he has received three checks for the speed cameras. He has provided two copies to the City Council.
- He needs to meet with the Finance Committee and prepare a Budget Amendment Ordinance for the monies to be reflected on the revenues side and to show the monies in the Council contingencies.
- Councilwoman Gatling stated that she remembers the conversation with Sussman and he stated that we need to create a budget line item to reflect the monies. She doesn't understand why it has not been done as of today.

- Councilman Yeargin stated that the presentation really concerns him because we have monies that are not reflected in the budget.
- Councilman Yeargin asked if this is something we need to do on an ongoing basis. Mr. Ashton stated that we would need to prepare the Budget Amendment each month.
- Councilman Porter stated that the monies need to be projected in the budget in accordance to the County procedures.
- Councilwoman Gatling stated that the monies are sitting in the City's account and will not be spent.
- Councilwoman Stephenson wanted to know the approximate amount of monies received. Mr. Ashton stated that it was approximately \$12,000.00
- Mr. Ashton stated the application process for Phase II of the Green initiative project. The application opened on February 1, 2011 and will run from March 1, 2011.
- Councilwoman Stephenson wanted to know how the residents were informed. Mr. Ashton stated that the information was posted in the City newsletter and on the marquee.
- Councilwoman Stephenson wanted to know if the residents who were awarded in the Phase I can meet the same criteria in this phase. Mr. Ashton stated that the application does not state the residents who were awarded will not meet the criteria.
- Councilwoman Stephenson stated that the criteria need to state that if you were awarded in the first phase you will not qualify for the second phase.
- Councilwoman Simms wanted to know how the recipients are being selected for the program.
- Mr. Ashton stated that the committee consists of the City Administrator, Grants Coordinator and a representative from HIP.
- Mr. Ashton stated that he will be turning off the gas cards once the card reaches 90 gallons per month. He spoke with the City Attorney and he informed him that he can turn off the cards in accordance to the General Order.
- Councilwoman Simms wanted to know what responsibility Ms. Rhoda has with the report. Mr. Ashton stated that he and Ms. Rhoda review the report.
- Councilman Porter stated that he is concerned with public safety. If an officer isn't allowed to fill the vehicle that they would say he was unable to patrol due to the vehicle not being fueled by the City. How will Mr. Ashton address the concern with the Chief of Police or inform the department of the changes.
- Mr. Ashton stated that Sub Region IV will be having another meeting on Wednesday, February 23, 2011 at St. Margaret's Church at 6:45p.m.

- Councilwoman Simms wanted an update on Seat Pleasant Day. Please have Ms. Sanders come before the Council to provide an update.
- Councilwoman Simms stated that the Summer Employment will be coming soon. She wanted to know if Ms. Rhoda has contacted the County.
- Councilwoman Gatling wanted to know how many hours does Ms. Rhoda work for the City Administrator. Mr. Ashton stated that she works for him 70% of the time.
- Councilwoman Simms wanted to know the status of the personnel manual. He stated that it was provided to the Department Heads for review. She wanted to know what has happen with LGIT. Mr. Ashton stated that LGIT wanted to charge a fee for review.

• **Council Committee Reports:**

4.3A Economic Development, Housing and Planning-

- Councilwoman Simms stated that we discussed the joint venture with Capitol Heights. She spoke with Mayor James and they are further along in the process than we are. They have three (3) applicants they are reviewing for their position. They have calculated the salary to be approximately \$40.00 per hour.
- She has provided the City Council with a copy of the job description that Lauren Hayes, Human Resources Officer developed.
- Councilman Yeargin stated that according to our budget we do not have funds to create the partnership with Capitol Heights. We need to prepare the master plan for the City in accordance to the approved budget.
- Councilwoman Simms stated that Mayor Grant provided her with information for a grant to create a partnership.

5. NEW BUSINESS

5.1. Economic Development Coordinator Job Description-

- Councilwoman Simms stated that the job description was prepared by Lauren Hayes and the position has been advertised.
- Councilwoman Gatling wanted to know where the monies are in the budget for an Economic Development Coordinator
- Councilwoman Simms stated there are monies allocated in the budget for the position.
- Mr. Ashton stated that it is under contractual services. Councilwoman Gatling read the budget line item, which states the monies are to be used for an Urban Renewal Plan, Real Estate Soft Cost, A contribution to the 501C3, or prepare a Master Plan.

- Councilwoman Gatling stated that we can arrange in the next budget for Economic Development Coordinator position.
- Councilwoman Simms stated that the Maryland Town Manager Circuit Rider grant would be given to the Grants coordinator to determine if it can fit in Economic Development.
- Councilman Yeargin stated that can we give it to the Grants Coordinator to verify if the grant can be utilized for Economic Development.

5.2. Youth Appreciation

- Councilman Porter departed the meeting early and no report was given for the above item topic

5.3. Code of Ethics Financial Disclosure Statement

- Council President Gatling stated that the State of Maryland has passed a law to change the Code of Ethics. We must approve the Financial Statement Disclosure form
- It was motioned by Councilman Yeargin and seconded by Councilwoman Simms to approve the Financial Disclosure Statement form. The motion carried.
- FOR: Gatling, Hardy, Simms, Stephenson and Yeargin
- AGAINST: None
- ABSTAIN: None

5.4. Mayor's Special Assistant and Grant Coordinator Contract

- The City Council recommended that the contract be revised to reflect the balance in the budget for the position.

5.5. Radio Communication for Public Works

- The City Council recommended that Mr. Ashton check into Radio Shack or Best Buy for a Walkie Talkie system.
- The City Council doesn't feel the expense for radios are necessary.
- Councilwoman Stephenson recommended Nextel direct connect for the department usage.
- Councilwoman Gatling looked up Radio Shack and they have walkie talkie for \$199.99

6. UNFINISHED BUSINESS:

6.1. Refuse Contract

- Council President Gatling stated that the original RFP was for one year.
- Sussman has recommended the City resubmit a new RFP, which states one or more years.

- The City Council agreed to resubmit the RFP for the refuse contract

6.2. Feggans Center

- Council President Gatling stated that she would have the City Clerk to send a pin message to the City Council to arrange a date to meet to discuss the Feggans Center.

6.3. Council Chambers-Computer space for Council

- Councilwoman Gatling stated that she feels the Council Chambers closet needs to be cleaned out and the chairs can put stored inside of the closet.
- She feels the television and stand needs to be removed along with the conference table and the black chairs.
- She recommended that the City Administrator research the cost for Pod or an offsite storage unit to store the items over by the Public Works Department.
- Councilman Yeargin recommended a shed be installed by the public works department

7. ANNOUNCEMENT

7.1. Ward II Meeting, Saturday, February 12, 2011, Seat Pleasant Activity Center, 5720 Addison Road, Seat Pleasant, MD 20743 at 12:30p.m.-2:30p.m.

7.2. Public Session, Monday, February 14, 2011, City Hall-Council Chambers at 7:00p.m.

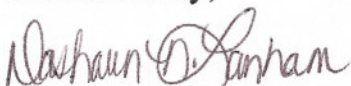
7.3. Ward I Meeting, Saturday, February 19, 2011, City Hall-Council Chambers at 11:00a.m.-1:00p.m.

7.4. Cereta Lee, Register of Wills, Will Preparation City Hall-Council Chambers, Thursday, February 24, 2011 at 10:00a.m.

7.5. Ward V Meeting, Saturday, February 26, 2011, City Hal-Council Chambers at 10:00a.m.-12:00p.m.

ADJOURN-The meeting adjourned at 8:00 p.m.

Submitted by,


Dashaun N. Lanham
City Clerk